

NOW HIRING

MEMBERSHIP ACCOUNTANT

JOB DESCRIPTION

The Membership Accountant is responsible for managing all aspects of member billing, payment processing, and account reconciliation for The Club at Bella Collina. This role ensures accurate and timely billing, maintains member account records, and provides excellent service by addressing member inquiries related to billing and payments.

KEY RESPONSIBILITIES

Member Billing & Account Management

- Process recurring member dues billing
- Generate, review, and distribute member statements via email and print
- Respond promptly to member billing inquiries via phone and email
- Maintain accurate and up-to-date member account records

Payment Processing & Collections

- Process ACH and credit card AutoPay transactions
- Monitor, follow up on, and reprocess declined or failed payments
- Post payments to member accounts and accounting system

Intercompany Billing

- Prepare and process intercompany billings
- Coordinate billing for multiple entities

Financial Accuracy & Reporting

- Ensure all billing and payment activity is accurately recorded and reconciled
- Maintain organized financial records and supporting documentation
- Support period-end close processes as needed

QUALIFICATIONS:

- Associate's or Bachelor's degree in Accounting, Finance, or related field preferred
- 2+ years of accounting or accounts receivable experience, preferably in a hospitality or private club environment
- Proficient in Microsoft Excel and experience with accounting systems (Jonas & Sage preferred)
- Strong attention to detail and organizational skills
- Excellent communication and customer service skills
- Ability to manage multiple deadlines in a fast-paced environment

PAY

\$30 - 33 Per Hour